

# WORKNC-3E: SELF-AWARENESS IN THE WORKPLACE

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**Effective Term**

Fall 2025

**CC Approval**

03/07/2025

**AS Approval**

03/13/2025

**BOT Approval**

03/20/2025

**COCI Approval**

05/15/2025

## SECTION A - Course Data Elements

**CB04 Credit Status**

Noncredit

**CB22 Noncredit Category**

Workforce Preparation

**Discipline**

Minimum Qualifications	And/Or
Vocational (short-term): Noncredit (Specific Degree and Professional Experience)	

**Subject Code**

WORKNC - Work Experience Noncredit

**Course Number**

3E

**Department**

Work Skills Noncredit (WORKNC)

**Division**

Career Education and Workforce Development (CEWD)

**Full Course Title**

Self-Awareness in the Workplace

**Short Title**

Workplace Self-Awareness

**CB03 TOP Code**

0506.00 - \*Business Management

**CB08 Basic Skills Status**

NBS - Not Basic Skills

**CB09 SAM Code**

C - Clearly Occupational

**Rationale**

Course updated due to renumbering.

## SECTION B - Course Description

### Catalog Course Description

This course is designed to acquaint the participant with the importance of self awareness in the workplace. Emphasis will be placed on how to maintain an awareness of preferences for types of work environments to capitalize on strengths.

## SECTION C - Conditions on Enrollment

### Open Entry/Open Exit

Yes

### Repeatability

Unlimited - Noncredit OR Work Experience Education

### Grading Options

Pass/No Pass Only

### Allow Audit

No

## Requisites

## SECTION D - Course Standards

### Is this course variable hour?

No

### Total Instructional Hours

9

## Distance Education Approval

### Is this course offered through Distance Education?

Yes

### Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent

## SECTION E - Course Content

### Student Learning Outcomes

**Upon satisfactory completion of the course, students will be able to:**

1. Accurately assesses own personality, strengths, and areas of growth; seeking ways to continually develop skills.

### Course Objectives

**Upon satisfactory completion of the course, students will be able to:**

1. Maintain an awareness of preferences for types of work environments to capitalize on strengths.

### Course Content

1. Why is self-awareness important in the workplace?
  - a. How do our values influence our actions?
  - b. How to evaluate your ethical behavior
2. Make a commitment to yourself and your job
  - a. Take responsibility for yourself
  - b. Prevent harm to yourself and others
3. Rely on your good judgment
  - a. Evaluate your own performance
  - b. Set a good example for others

4. Principles of ethical power
  - a. Three-step checklist
  - b. Purpose Pride Patience Persistence Perspective
5. Where do our values come from?
  - a. Family Society Education Peers
6. Why do people participate in unethical behavior?
  - a. Character reasons
  - b. Information related reasons
  - c. Expectation related reasons
  - d. Judgment related reasons
  - e. Pressure
  - f. How are these reasons for unethical behavior manifested in your workplace?

## Methods of Instruction

### Methods of Instruction

Types	Examples of learning activities
Discussion	Individual and group problem solving
Activity	Case analysis
Group Work	Role playing and class simulations

### Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards  
 Chat Rooms  
 Discussion Boards  
 E-mail Communication  
 Video or Teleconferencing

### Student-Initiated Online Contact Types

Chat Rooms  
 Discussions  
 Group Work

### Course design is accessible

No

## Methods of Evaluation

### Methods of Evaluation

Types	Examples of classroom assessments
Problem Solving	Oral and/or written case analysis
Projects	Oral and/or written action plan
Other	Journal entries

## Assignments

### Reading Assignments

1. Textbook
2. Current articles in newspapers, magazines, and business periodicals
3. Materials handed out in class

### Writing Assignments

1. Written scenario analysis
2. Action Plan
3. Multiple worksheets handed out in-class
4. Journal entries on how student applied techniques learned in class to various environments including the workplace and at home.

### Other Assignments

#### CRITICAL THINKING

1. Analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions

2. Utilize problem solving techniques in dealing with customer service situations

## **SECTION F - Textbooks and Instructional Materials**

### **Material Type**

Textbook

### **Author**

Linda Ferrell

### **Title**

Ethical Business (DK Essential Managers Series)

### **Publisher**

Dorling Kindersley Limited

### **Year**

2009

### **ISBN #**

978-0756642006

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## **Course Codes (Admin Only)**

### **ASSIST Update**

No

### **CB00 State ID**

CCC000639358

### **CB10 Cooperative Work Experience Status**

N - Is Not Part of a Cooperative Work Experience Education Program

### **CB11 Course Classification Status**

J - Workforce Preparation Enhanced Funding

### **CB13 Special Class Status**

N - The Course is Not an Approved Special Class

### **CB23 Funding Agency Category**

Y - Not Applicable (Funding Not Used)

### **CB24 Program Course Status**

Program Applicable

### **Allow Pass/No Pass**

Yes

### **Only Pass/No Pass**

Yes